



ZONING PERMIT APPLICATION INSTRUCTIONS

Dear Zoning Permit Applicant,

I have enclosed the following applications to obtain a Zoning Permit. Along with the completed application(s) and fee(s) (see attached fee schedule) please forward a copy of the following supplemental information (indicated by a check). Instructions regarding additional permits required by Section 4 below are contained in the respective permit application packages.

1. Plot Plan:

- ☐ A. Dimensions and shape of property being built upon.
- ☐ B. Copy of deed for which improvements are proposed (Upon Request).
- ☐ C. Size and location of all existing and proposed buildings, structures, or signs.
- ☐ D. Setbacks to proposed and if applicable existing structures on the property.
- ☐ E. Parking spaces provided and/or loading facilities.

2. Construction drawings:

- ☐ A. Detailed floor plan.
- ☐ B. Construction drawings and details or detailed scope of work.
- ☐ C. Elevations of proposed structure indicating overall height.

3. Miscellaneous Information:

- ☐ A. Public Sewer Connection/On-lot Sewage Disposal Permit
 - ☐ Public Sewer Connection
Refer to Sewer Connection Application
 - ☐ On-lot Sewage Disposal
Contact William Brior, SEO at 570-956-2123
- ☐ B. Contractors estimate or estimated cost by property owner.

4. Additional Permits/Information (If required) – applications enclosed for checked items.

- ☐ A. Driveway Permit
- ☐ B. Well Permit
- ☐ C. Street Opening Permit
- ☐ D. Occupancy Permit
(Note: An occupancy permit must be issued prior to occupying a structure for residential use.)
- ☐ E. Uniform Construction Code Permit(s)
- ☐ F. Moving Permit
- ☐ G. Other _____

PLEASE NOTE THE FOLLOWING:

1. Non-residential construction may require Land Development Plan approval prior to approval of UCC Permit.
2. Obtain E&S Approval, when required from the Schuylkill Conservation District (570-622-3742).

When is an Erosion and Sediment Control (E&SC) Plan needed?

- As per the Chapter 102 Erosion and Sedimentation Control Regulations, development of an erosion and sediment control plan is required for all earth disturbances of 5,000 square feet or greater, earth disturbances in High Quality or Exceptional Value watersheds, or if other DEP permits require it. This would also include timber harvesting activities, which must submit a timber harvest E&SC plan.
 - Projects having less than 5,000 square feet of earth disturbance are still required to develop, implement, and maintain erosion and sediment control best management practices (BMPs). They are only exempt from having a written plan. Additionally, persons proposing timber harvesting activities or road maintenance that disturb twenty-five (25) or more acres must apply for an Erosion and Sediment Control Permit.
 - Projects that disturb 1 acre or more require a National Pollutant Discharge Elimination System (NPDES) permit for Stormwater Discharges Associated with Construction Activities. As part of this permit, an approved E&SC plan is required.
3. The Zoning Permit shall be issued or refused within thirty (30) days from the date of application. If refused, the applicant may request a Hearing before the Zoning Hearing Board. The application for this request can be obtained by contacting the undersigned.
 4. There is a thirty-day appeal period afforded for all permits issued. Any work undertaken within the thirty-day period is at the risk of the applicant/permit holder. The municipality or ARRO Consulting, Inc. is not liable for monetary or other damages stemming from a successful appeal of a permit.
 5. The Zoning and/or Building Permit shall expire within six months if the permitted work has not begun or after two (2) years if the work has not been completed.
 6. Additional permit requests may be required as part of the proposed construction activities and issuance of other permits required by the municipality. The issuances of Zoning Permits do not individually authorize the start of construction until all other required permits are approved and obtained.
 7. The Zoning Officer will make compliance inspections during the construction process to determine compliance with all permits and ordinances. **Right of entry for inspection of the improvements is a condition attached to all permits issued.**
 8. Failure to present true and correct information on any and all applications may result in the revocation of all permits.

9. Incomplete or missing application information and/or incomplete plan submittals will delay permit processing.
10. **We will contact you with the amount of the fees due upon receipt of the plans and applications.**
11. Once the permit is approved, the approved information will be **forwarded via email** unless specified otherwise. The issued permit must be posted in a conspicuous place on the premises.

ALL APPLICATIONS AND FEES MUST BE FORWARDED TO:

ARRO Consulting, Inc.	OR	Orwigsburg Borough
1239 Centre Turnpike		209 North Warren Street
Orwigsburg, PA 17961		Orwigsburg, PA 17961

ALL FEES MUST BE PAID BY CHECK OR MONEY ORDER (Cash will not be accepted.)

ALL CHECKS MUST BE MADE PAYABLE TO: "ORWIGSBURG BOROUGH"

If you have any questions regarding the Zoning Application, please do not hesitate to contact us at **570.366.9534 or shannon.darker@arroconsulting.com**

ZONING PERMIT APPLICATION

Fee: \$ _____

PERMIT # _____ - _____ - **Z**

Paid: _____

1. Type of Improvement☐ Erect a Structure ☐ Add to a Structure ☐ Add a Use ☐ Change a Use/Occupancy**2. Present use of structure or property:** _____**3. Proposed use of structure or property:** _____**4. Site Location of Property:** _____
(Complete Address Required)**5. Lot Size:** _____ **6. Zoning District:** _____**7. Tax Parcel # (located on tax bill above name):** _____ - _____ - _____**8. Work Description:** _____

Length:	Width:	Height:
Stories:	Floor Area:	Parking Spaces:
Sewage Permit#:	Type of Sewer (Public / Onsite)	Type of Water (Public / Onsite)
Estimated Cost:	Located in floodplain (Y/N)	
Impervious coverage (SF):	Building coverage (SF):	
Area Being Disturbed:		
Contractor:	Address:	Phone#:
		Email:

9. Property Plan – REQUIRED (Use attached sheet or separate sheet)☐ Attached is a dimensioned plan of the proposed work and parcel indicating north, property lines, streets, easements, right-of-ways, existing structures, proposed structures, existing setbacks, proposed setbacks, size of proposed and existing structures.**10. Applicant Information:**

Applicant:	Address:	Phone #:
		Email:
Owner:	Address:	Phone #:
		Email:

I, the Undersigned, do hereby certify that the information contained in this application is true and correct and that the proposed work, as outlined will conform to the standards of all applicable ordinances / regulations. In addition, I have reviewed and agree to all items contained in the Application Supplement provided by the municipality with this Application.

11. Signature: _____ **Date:** _____**(FOR ZONING OFFICE USE ONLY)**Application is hereby: APPROVED ☐ DENIED ☐ INCOMPLETE ☐

Remarks: _____

Approved by: _____, Zoning Officer Date: _____

BOROUGH OF ORWIGSBURG
RESOLUTION No. 2022 - 21
ZONING PERMIT FEE SCHEDULE
(Effective January 1, 2022)

	VALUE	ZONING PERMIT FEE
Construction Value Under	\$5,000.00	\$35.00
Construction Value Under	\$10,000.00	\$55.00
Construction Value Under	\$15,000.00	\$70.00
Construction Value Under	\$20,000.00	\$90.00
Construction Value Under	\$30,000.00	\$110.00
Construction Value Under	\$40,000.00	\$130.00
Construction Value Under	\$50,000.00	\$150.00
Construction Value Under	\$60,000.00	\$170.00
Construction Value Under	\$70,000.00	\$190.00
Construction Value Under	\$80,000.00	\$210.00
Construction Value Under	\$90,000.00	\$230.00
Construction Value Under	\$100,000.00	\$250.00
Construction Value Over	\$100,000.00	\$250.00 Plus \$2.00 Per thousand dollars or portion over \$100,000.00
Mobile Home Park		\$250.00 Per Site
Billboards and Signs		\$2.00 per square foot (\$135.00 Minimum)

*Note: Construction value must be based on a minimum of \$50.00 per square foot of gross floor area for principal structures and \$15.00 per square foot of gross floor area for accessory structures or a signed contractor's proposal must be submitted.

Zoning Hearing Board Applications

Residential -Single Unit Application	\$ 600.00
Commercial – Multi Unit Application	\$1,500.00

Note: The applicant shall be responsible for all fees, permitted by the Municipalities Code, when expenses of the Zoning Hearing Board exceed that of the original submission fee.

Change or Addition of Use

(Based on Zoning Permit Fee above or schedule below, whichever is greater.)


Home Business	\$ 70.00
Commercial/Industrial	\$140.00

ZONING PERMIT FEES ARE PAYABLE TO "ORWIGSBURG BOROUGH"

DULY PRESENTED AND ADOPTED at the Reorganization Meeting of the Borough Council of the Borough of Orwigsburg this 3rd day of January 2022.

By: 
Council President

SEAL



ATTEST: Secretary

I, Sherry Edwards, duly qualified Secretary of the Borough of Orwigsburg, Schuylkill County, Pennsylvania, hereby certifies that the foregoing is a true and correct copy of a Resolution duly adopted by a majority vote of the Borough Council at a regular meeting held 3 January 2022 and said Resolution has been recorded in the Minutes of the Borough of Orwigsburg Council and remains in effect as of this date.

IN WITNESS THEREOF, I affix my hand and attach the seal of the Borough of Orwigsburg, this 3rd day of January, 2022.

Name of Applicant: Borough of Orwigsburg

County: Schuylkill County


Secretary